



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> January 8, 2018	<u>Interviewer:</u> Mallory Sullivan	RFA #18 – 01
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Professor, [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
11/20/2017	[REDACTED] stops in at EO	Leaves contact information for follow-up.
11/22/2017	MS call to [REDACTED]	No answer, left message requesting return call.
12/14/2017	MS email to [REDACTED] (email chain follows)	Follow-up on voicemail, inquiring about interest in meeting and time to meet. Agree to meet at 2:00 PM on December 18, 2017.
12/18/2017	[REDACTED] no show at appointment	
12/18/2017	[REDACTED] email to MS	Apologizes for missing meeting, error on her calendar. Requests to meet after the winter school break.
12/20/2018	MS email to [REDACTED]	Ask student to contact EO Office when she returns from break to schedule an appointment.
1/4/2018	[REDACTED] email to MS	Student is back at school and a meeting is set for Monday, 1/8 at 10:00 AM

	(email chain follows)	
1/8/2018	█████ meets with MS at EO	Student shared that she had difficulty last quarter (Fall 2017) with her █████ professor █████. She explained that she has accommodations through DRS and that, technically, her accommodations were implemented, but that she had a difficult time trying to get her accommodations, felt uncomfortable, and thought that Prof. █████ made her "feel as though her accommodations were unreasonable." The student says she was absent the first three weeks of class and that in determining how to make-up the work and communication about missing class, Prof. █████ had made a comment to her that "she couldn't even email?" or "couldn't you have just spoken into your phone?" The student felt this was an unfair assumption about what type of sick she was, because she could not have emailed. The student says that she took two other classes during fall quarter and that those classes were "smooth sailing" in terms of getting her accommodations and that she felt that the professors wanted her to do well in their course. Overall, the student felt like "there were just a lot of microaggressions," and explained that she had asked for the subtitles to be on for a video shown in class and Prof. █████ turned them off about 20 minutes into the video because she said they were distracting because they were not accurate.
1/19/2018	MS call to █████ (Dept Chair for █████)	Left message requesting return call.
1/19/2018	█████ call to MS	Informed of informal complaint and that I will be speaking to Prof. █████
1/23/2018	MS call to █████	Left message requesting return call.
1/25/2018	MS call to █████	Left message requesting return call.
1/22/2017	MS email to █████	Requesting return call.
1/25/2018	MS email to █████	Status update: still trying to reach Prof. █████ and will follow-up with student about the conversation once I reach her.
1/26/2017	█████ call to MS	Informed of informal complaint and request for meeting to discuss further. Informed of option to bring a union representative with her. Declined. Agreed to meet on 1/30.
1/26/2017	█████ stop by EO to meet with Mallory	She has been thinking about this issue since we talked this morning, requested to meet today. Agreed to meet at 4 PM on 1/26.
1/30/2017	█████ meet with Mallory at EO	Explained the EO process and the summary of the student's concerns. MS explained there is no finding about whether the behavior occurred, nor will there be. Rather, the purpose of the conversation is to discuss the concerns to bring them to her attention and for her to share information as well. MS explained we do not want students to feel as though implementing their accommodations is a burden on the professor. Regarding the issue of the assignments due in the first three weeks, Prof. █████ said that she and the student had agreed on a date for the assignments to be turned in and the student did not communicate with her to let her know that the agreed on date would not work. Prof. █████ says she did not know the student was not able to email/call and that she had reached out to DRS to ask if it would be

		appropriate to hold the student accountable for the deadline, to which DRS (Brenda) replied that it would. Prof. [REDACTED] stressed that she did not think the accommodations were unreasonable, and that she is very sorry that her and the student were not able to communicate better. As for the video captions, Prof. [REDACTED] explained she planned to play the video with captions, but upon arriving to class, the link to the video she has used in the past was broken. She found a new version of the video and turned on the captions. When this new version of the video played, it became clear to the whole class that the captions were not accurate, and lewd (including the word "dildo" in the captions although it was not in the video). She says that she was losing the classes attention and had to turn the captions off, when she did the student left. She said that she acknowledges that ultimately the video issue was her fault because she should not have played a version of the video that she had not previously reviewed. She says she wished she could have discussed the issue more with the student. Overall, Prof. [REDACTED] appeared to take the issue very seriously and asked questions aimed at ensuring this issue does not happen again. She says she did not realize how she was coming across and does not want students to view her as resistant to implementing accommodations.
1/29/2018	MS email to [REDACTED]	Request for student to call or email Hailey to set a time to meet to recap the conversation with Prof. [REDACTED]
2/8/2018	MS email to [REDACTED]	Request for student to call or email Hailey to set a time to meet to recap the conversation with Prof. [REDACTED]
2/13/2018	[REDACTED] email to MS	Apologies for late reply, available 2/15
2/14/2017	MS email to [REDACTED]	Confirm time for 2/15
2/17/2017	[REDACTED] email to MS	Student was ill on 2/15, available 2/20
2/20/2018	MS email to [REDACTED]	Confirm time for 2/20
2/20/2018	[REDACTED] meets with MS at EO	MS provides overview of conversation with Prof. [REDACTED] and informs [REDACTED] that Prof. [REDACTED] was receptive to her feedback. MS asked [REDACTED] if she had any remaining questions or concerns, she did not. [REDACTED] was satisfied with the outcome of this issue.
2/20/2018	MS call to [REDACTED]	Left message requesting return call.
2/20/2018	MS call to Dept. Chair, [REDACTED]	Closing loop on RFA. Informed the faculty member took the issue seriously and the student was satisfied with the response.
2/21/2018	MS call to [REDACTED]	Closing loop on RFA. Informed the student was satisfied with the response.
		** End of RFA 18-01 **